

Park Instructions for Entering Corrective Action Information into the Database for Tracking Corrective Action

1. Save the Database for Tracking Corrective Action (MS Access file) to a convenient location on your computer or network drive.
2. Request an update from the Concessioner on its corrective action *at least* annually.
3. Open the Database for Tracking Corrective Action after receiving updated corrective action information from the Concessioner. When the file opens, the screen shown below will appear.

Microsoft Access - [7 Open Final Database : Form]

File Edit View Insert Format Records Tools Window Help

Type a question for help

Concession Environmental Management Program (CoEMP)
Concession Environmental Audit System (CEAS)
Database for Tracking Corrective Action

Corrective Action Directions

Enter corrective action status on audit findings (for concessioner and park)

Corrective Action Tracking Report (Good for printing)

Close database

For more information, contact the CEAS Coordinator, Michael Garner, at 303/987-6911 or michael_garner@nps.gov; the GreenLine Technical Assistance Number at 303/987-6913; or the GreenLine Email at NPS_GreenLine@nps.gov.

Form View

4. Click on “Enter corrective action status on audit findings (for concessioner and park).”

The screen on the next page will appear. Audit findings in the Final Audit Report are in the same order as they are in the Database for Tracking Corrective Action.

Microsoft Access - [9 Corrective Action Tracking Form : Form]

File Edit View Insert Format Records Tools Window Help Type a question for help

Corrective Action Tracking Form

NOTE: To go to the next audit finding, use the "Record:" arrows in the bottom lefthand side of the screen.

BLUE: Concessioner enters corrective action status.

GREEN: Park enters corrective action status.

BLACK: For reference only; information cannot be changed

Audit Finding Number:

CONCESSIONER CORRECTIVE ACTION STATUS

Date Concessioner Corrective Action Status Entered

PARK COMMENTS ON CORRECTIVE ACTION STATUS

Date of Park Observations

Record: of 1

Note: To view or add the next "Concessioner Corrective Action Status" or to view or add the next "Park Comments on Corrective Action Status" for an audit finding, use the "Record:" arrows here.

Audit Finding Closure - PARK USE ONLY

Name of NPS Staff Closing Audit Finding

Date Audit Finding is Closed Title of NPS Staff Closing Audit Finding

Priority:

Citation:

Record: of 233

Unique Finding identification number consisting of CONCID, audit date, and three digit sequential number

You can change records in the Corrective Action Tracking Form by clicking on the arrows at the bottom of the page.

5. Go to the corresponding audit finding in the Database for Tracking Corrective Action for each audit finding in the Final Audit Report by using the "Record" arrows at the bottom of the page.
 - a. For each finding where the Concessioner provided corrective action information in the "Concessioner Corrective Action Status" box, enter the Park response in the "Park Comments on Corrective Action Status" box. (see Arrow #1).
 - b. Enter the date that Park comments were entered in the "Date of Park Observations" box. (see Arrow #2).

- c. If the Concessioner has indicated that it has fully addressed all components of the audit finding, and you agree that sufficient measures have been taken to close the audit finding, then:
 - i. Enter your name in the "Name of NPS Staff Closing Audit Finding" box;
 - ii. Enter your title in the "Title of NPS Staff Closing Audit Finding" box; and
 - iii. Enter the date in the "Date Audit Finding is Closed" box. ([see Arrow #3](#)).
8. Close the Database for Tracking Corrective Action by clicking on File in the upper left of the tool bar, select Close, and then select "Close Database." The information that you entered is automatically saved.
9. Email the completed Database for Tracking Corrective Action to Michael Garner, CEAS Coordinator (michael_garner@nps.gov) once you have finished entering your comments.